

For Approval and/or Registration of Educational Excursion, Foreign Travel, Outdoor Education Programme

Name of school or organisation	<hr/>		
Address	<hr/>		
Telephone Number	<hr/>	Fax	<hr/>
E-mail	<hr/>		

SECTION A -To be completed on all occasions (a form for each trip)

Date and estimated time of departure	Date	Time
<hr/>	<hr/>	<hr/>
Date and estimated time of return	Date	Time
<hr/>	<hr/>	<hr/>
Place(s) to be visited (please be as specific as possible) <hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
Number of participants	Comprised of male	female
<hr/>	<hr/>	<hr/>
Age range of participants	<hr/>	
Member of staff in charge	<hr/>	
Other staff/leaders and their status (teacher/community worker/volunteer helper, etc)	<hr/>	
<hr/>		
<hr/>		
<hr/>		
Name of contact at home base	<hr/>	
Contact telephone number at home base out of office hours	<hr/>	
Form of transport to be used (indicate if hired, if self drive and type of vehicle)	<hr/>	
<hr/>		
Brief description of the purpose of the excursion	<hr/>	
<hr/>		
<hr/>		

SECTION B – To be completed in respect of Foreign Travel

Give details of the insurance cover arranged	
<hr/>	
<hr/>	
<hr/>	
Is the travel company covered by ABTA	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION C – To be completed in respect of Outdoor Education

Specific activities involved

If the activities are provided by a third party (eg an outdoor centre) is the provider on the City of Edinburgh approved list? Name them?

Qualifications of leader(s) for proposed activity(ies) (unless an approved provider from the City of Edinburgh list)

Name

Activity

Qualification

Date Gained

Is this an introductory, intermediate or advanced excursion?

Locations to be used (include 6 figure grid references if necessary)

Previous experience of participants in planned activity

Date of advice

SECTION D – Approval of Head of Establishment

I approve this excursion as being appropriate to the participants.

I have checked that the leaders are appropriate people to lead this excursion and are aware of their responsibilities.

I am satisfied that a full risk assessment has been carried out for this excursion, and that contingency plans have been prepared in case of emergency.

I have read the Department's guidance on Outdoor Excursions and verify that this excursion would comply with the requirements of the guidelines. If there was any doubt about the guidelines, I have taken advice from the Principal of Lagganlia or the Principal of Benmore.

I have personally inspected the credentials of the leaders and assistant leaders and confirm that they are appropriately experienced and qualified.
(I have taken advice if I was in doubt.)

Signed _____ Head of Establishment _____ Date _____

SECTION E – Registration by Sports Unit (for Outdoor Education and Foreign Travel)

Date received	Registered by
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Noted by NLO Date

Comments